

Wednesday, October 29, 2003

**REPORTING OF THE RECORD TASK FORCE
BUSINESS MEETING**

**Administrative Office of the Courts
Sequoia Conference Room
Third Floor
455 Golden Gate Avenue
San Francisco, CA 94102
Phone: 415-865-7530**

**Wednesday, October 29, 2003
1:00 p.m. to 5:30 p.m.**

**AGENDA
THIS AGENDA IS SUBJECT TO CHANGE**

(Items Not Completed on This Day Will Carry Over to the Next Day)

Tab	Time	Item	Action Required	Presenter/Facilitator
	1:00 – 1:15 p.m.	Opening Remarks	❖ None	Administrative Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	1:15 – 1:45 p.m.	Public Comment	❖ None	Administrative Presiding Justice James A. Ardaiz
	1:45 – 5:20 p.m.	Ownership of the Digital Transcript Break	❖ Discussion of the Issues	Administrative Presiding Justice James A. Ardaiz Ms. Sharon Maher, Facilitator
	5:20 – 5:25 p.m.	Hotel Shuttle Information	❖ None	Ms. Claudia Ortega, Lead Staff to the Reporting of the Record Task Force
	5:25 - 5:30 p.m.	Other Business/Adjournment	❖ None	Administrative Presiding Justice James A. Ardaiz

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**Thursday, October 30, 2003
8:30 a.m. to 5:30 p.m.**

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Tab	Time	Item	Action Required	Presenter/Facilitator
	8:30 – 8:45 a.m.	Recap of the Previous Day's Discussion	❖ Discussion to Summarize the Previous Day's Progress	Administrative Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	8:45 – 9:15 a.m.	Public Comment	❖ None	Administrative Presiding Justice James A. Ardaiz
1	9:15 – 9:25 a.m.	Draft Minutes – September 2003 <i>Attachments (E-mailed):</i> <ul style="list-style-type: none">• <i>September 2003 Draft Minutes</i>	❖ Discussion and Approval of September Meeting Minutes	Administrative Presiding Justice James A. Ardaiz
	9:25 – 9:45 a.m.	Web site Correspondence to the Task Force www.courtinfo.ca.gov/courtadmin/jc/advisorycommittees.htm	❖ Discussion of Any Correspondence Received	Administrative Presiding Justice James A. Ardaiz

Thursday, October 30, 2003

Tab	Time	Item	Action Required	Presenter/Facilitator
	9:45 – 12:00 p.m.	Ownership of the Digital Transcript (Continued) Break	❖ Discussion of the Issues	Administrative Presiding Justice James A. Ardaiz Ms. Sharon Maher, Facilitator
	12:00 – 1:00 p.m.	Lunch		
	1:00 – 4:00 p.m.	Ownership of the Digital Transcript (Continued) Break	❖ Discussion of the Issues	Administrative Presiding Justice James A. Ardaiz Ms. Sharon Maher
	4:00 – 5:00 p.m.	Transcript Format – Status Review and Certificates	❖ Discussion of Recommendations	Mr. Gary Cramer and Ms. Kary Parker, Members of the Reporting of the Record Task Force Ms. Sharon Maher
	5:00 – 5:25 p.m.	Transcript Format – Identification of Common Events	❖ Discussion of Recommendations	Ms. Maura Baldocchi and Ms. Barbara Lane, Members of the Reporting of the Record Task Force Ms. Sharon Maher
	5:25 – 5:30 p.m.	Hotel Shuttle Information	❖ None	Ms. Claudia Ortega, Lead Staff to the Reporting of the Record Task Force
	5:30 p.m.	Adjournment	❖ None	Administrative Presiding Justice James A. Ardaiz

Friday, October 31, 2003

**REPORTING OF THE RECORD TASK FORCE
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**Friday, October 31, 2003
8:30 a.m. to 12:30 p.m.**

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Tab	Time	Item	Action Required	Presenter/Facilitator
	8:30 – 8:45 a.m.	Recap of the Previous Day's Discussion	❖ Discussion to Summarize the Previous Day's Progress	Administrative Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	8:45 – 9:15 a.m.	Public Comment	❖ None	Administrative Presiding Justice James A. Ardaiz
	9:15 – 9:20 a.m.	Airport Shuttle Information	❖ Sign Up for Shuttle(s) to San Francisco and Oakland Airports	Ms. Claudia Ortega, Lead Staff to the Reporting of the Record Task Force
	9:20 – 9:45 a.m.	Transcript Format – Identification of Speakers	❖ Discussion of Recommendations	Ms. Julie Peak and Mr. Tom Pringle, Members of the Reporting of the Record Task Force Ms. Sharon Maher, Facilitator

Friday, October 31, 2003

Tab	Time	Item	Action Required	Presenter/Facilitator
	9:45 – 10:45 a.m.	Transcript Format – Title Page & Cover Page	❖ Discussion of Recommen- dations	Ms. Julie R. Peak and Mr. Tom Pringle Ms. Sharon Maher
	10:45 – 11:00 a.m.	Break		
	11:00 – 12:15 p.m.	Transcript Format – Seal	❖ Discussion of Recommen- dations	Mr. Gary Cramer and Ms. Kary Parker, Members of the Reporting of the Record Task Force Ms. Sharon Maher
	12:15 – 12:30 p.m.	Recap of Task Force Accomplishments to Date and Future Course of Action	❖ Discussion	Administrative Presiding Justice James A. Ardaiz
	12:30 p.m.	Adjournment	❖ None	Administrative Presiding Justice James A. Ardaiz